

Privacy policy

This privacy policy (the "Policy") will help you understand what information the Swedish Arbitration Association collects about you and how it is used.

How is my personal data processed?

The Swedish Arbitration Association (802421-0174, the "SAA") is the data controller for the processing of the personal data that you submit to the SAA when signing up as a member of the SAA, or submit a registration for attending a conference, seminar or training session ("Event") offered by SAA. SAA's postal address is PO-Box 7358 SE-10390 Stockholm, Sweden. Other contact details of the SAA are available at swedisharbitration.se (the "Website").

SAA will always process your personal data in accordance with applicable data protection legislation in Sweden.

The type of personal data that SAA will process is limited to such data that you submit to SAA through the Website and consists of your name, title, company/organization, address, post code, city, country, phone number, email and dietary requirements. We may also process other types of personal data that you from time to time may voluntarily submit to the SAA for specific purposes (e.g. if you send an email to us, we will process your personal data in connection therewith to handle any request you may have).

The SAA will process your personal data for the purposes of:

- Administrating your membership so that we can fulfill our commitments to you as a member of the SAA and so that we can get in contact with you and send you invoices for your membership (which is required if you want to be a member of the SAA);
- To invite you to the SAA's Events by e-mail (unless you have informed us otherwise), which we do based on a legitimate interest to market our Events to our members;
- To provide you with newsletters through e-mail (unless you have informed us otherwise) which we do based on a legitimate interest to inform our members of new developments within arbitration.

If you sign up for an Event, the personal data that you submit in connection therewith will also be processed to ensure that you receive sufficient information about the Event, to print a list of participants and name tags, to administer meals, and to otherwise ensure a safe and efficient administration of the Event. This processing is necessary for SAA to make it possible for you to participate at the Event and thus necessary for the performance of the contract between you and the SAA in relation to an Event.

In conjunction with Events where food is offered, you may also SAA submit information on food preferences and allergies. If you voluntarily choose to submit such information, you will signal specific consent to that we will process this information to ensure that you are not served with any food that you are allergic to or that is otherwise unsuitable.

The provider of the payment service will process your personal data and credit card details for the purposes of charging you the applicable fees for a membership or an Event. The SAA will not process any credit card details.

Your personal data may be processed by third parties engaged by SAA, such as IT systems' providers or owners of venues where Events are hosted for the purposes set out above. When the processing is carried out on behalf of the SAA, such processing will only be carried out to the extent required to fulfill a specific purpose as set out above.

Your rights

You have the right to request inaccurate or incomplete personal data concerning you to be rectified/completed or erased, have the processing of your personal data restricted or object to the processing of your personal data. However, please note that you may not require all personal data of you to be erased and at the same time remain a member of the SAA. If you want all personal data to be erased, you must also terminate your membership of the SAA.

You also have the right to access the data that the SAA processes concerning you at reasonable intervals or request your data to be provided to you in a portable format.

Any request in relation to personal data shall be sent to the SAA to the following e-mail address: info@swedisharbitration.se.

If you have any concerns as to how the SAA processes your personal data, you may lodge a complaint with the relevant supervisory authority. The Swedish supervisory authority is the Data Protection Authority (Sw. *Datainspektionen*), www.datainspektionen.se, but you may also lodge a complaint with the corresponding authority in your home country.

How long are we going to keep your personal data?

Your personal data submitted when applying for a membership will be saved for as long as you are a member of SAA. The personal data will be erased within a reasonable time after you have chosen to not prolong your membership.

Your personal data submitted when registering for an Event will be processed no longer than necessary for SAA to fulfill its obligations to you in relation to the Event.

Cookies

The Website needs cookies to follow the visitor on the site. A cookie is a small text file stored on your computer and contains information that will help the website to accompany the visitor. Cookies do not damage your computer, they only contain text and cannot contain viruses. A cookie takes up almost no space on your computer.

By using the Website, you agree to the usage of cookies. If you do not agree to the use of cookies, you can disable cookies in your browser, where you can also choose a setting where you get a question every time a site tries to use cookies on your computer. If your browser stores cookies, you can find more information on how to delete stored cookies in your browser's instructions. Cookies can always be removed from the hard drive manually. List of cookies:

- `wp_woocommerce_session_`
Session cookie used by WooCommerce. The cookie name is of the form `wp_woocommerce_session_hhhh`, where `hhhh` is a hashed version of the site URL. The cookie contains information identifying the customer and session expiration time. For guest shoppers this is a randomly generated cryptographically strong ID.
- `woocommerce_items_in_cart`
Records if there are any items in the WooCommerce shopping cart.
- `woocommerce_cart_hash`
Stores an encoded string representing the contents of the WooCommerce shopping cart.
- `_ga`
Used by Google Analytics to distinguish users.
- `_gid`
Used by Google Analytics to distinguish users.
- `_gat`
Used by Google Analytics to throttle request rate.

Changes in the Privacy Policy

Any changes that affect the Policy will be posted on the Website, or communicated to you by other means such as e-mail.

Contact

The Swedish Arbitration Association
PO-Box 7358
SE-10390 Stockholm
Sweden

info@swedisharbitration.se